

EIGHTY-THIRD
ANNUAL REPORT

MECHANICS'
INSTITUTE

SAN FRANCISCO
CALIFORNIA

NINETEEN HUNDRED
THIRTY-EIGHT



MECHANICS' INSTITUTE

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of the

MECHANICS' INSTITUTE

for the

Year Ending February 28, 1938

MECHANICS' INSTITUTE OFFICERS

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Year Ending February 28, 1938

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Mechanics'-Mercantile Library

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Cataloguer.....ALICE V. WRIGHT
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MECHANICS' INSTITUTE

Mechanics'-Mercantile Library

Mechanics' Institute Chess and Checker Club

57 Post Street

San Francisco, California

The Library now contains nearly one hundred and thirty-six thousand volumes.

Special attention is given to the division of technology.

Over five hundred periodicals and newspapers are on file.

A chess and checker room is maintained, where smoking is permitted.

Lecture courses are held each season.

Library open daily, 9 a. m. to 10 p. m.

Sunday, 1 p. m. to 5 p. m.

Chess room, daily, 9 a. m. to 10 p. m.

TERMS OF MEMBERSHIP

Entrance Fee	\$ 1.00
Half-yearly Dues (in advance).....	3.00
Life Membership	100.00

Non-residents may use the Library for one month on payment of fifty cents.

A member may introduce a friend (not a resident of the city), who will be allowed the use of the Library rooms for one month.

LIBRARY RULES

Members are entitled to take out four books at a time, provided however, that only two books of new fiction or current magazines marked "One Week Only," whether regular books or extra books, may be out at the same time on one membership. Extra books may be taken out on payment of five cents each.

All new fiction and new magazines may be kept out one week only, and are not renewable. All other circulating books, except where marked "One Week" or "Seven Days," may be kept out two weeks and may be renewed for two weeks longer unless marked "Not Renewable." Renewal notice may be given by mail or telephone (Garfield 1750).

An overdue charge of five cents a day will be made on all one week books, current magazines and books marked "Not Renewable." On other books a charge of two cents a day will be made.

Reservation postals may be left for all circulating books.

PRESIDENT'S REPORT

San Francisco, California, March 10, 1938.

To the Members of the Mechanics' Institute:

Tonight it is my privilege to present to you the eighty-third annual report of the President of the Mechanics' Institute.

During the year our affairs have prospered though not to the degree enjoyed several years back. This was due to conditions beyond the control of your Board of Trustees and, while it is regrettable that our income has decreased, when we take into consideration all of the circumstances the Association is to be congratulated upon the showing made. Our excess receipts were nearly \$10,000.00, some \$4500.00 less than last year. The deficit is due, in part, to the fact that over \$2500.00 was spent in betterments and alterations to the store at 61 Post Street, of which a sum of \$1000.00 was charged to building cost. Some \$1500.00 was added to the building payroll account by reason of enforced increases in wages and reductions in working hours.

The receipts from rents of the building show a decrease of about \$2500.00 and the operating expenses increased some \$2700.00. About \$3000.00 of the operating expense account was due to unusual alterations and to the increased labor cost, so if we omit these charges a comparison with last year's figures would indicate a slight decrease. The amount spent for books, binding and periodicals was some \$400.00 over that of last year, but due to savings made in operating costs the total library expenditures was over \$400.00 less.

During the year bonds to the par value of \$26,500.00 matured and a payment of \$1400.00 was made on a mortgage loan, a total of \$27,900.00. The Finance Committee succeeded in reinvesting \$21,882.85 in bonds in the early part of the year, but recently, because of the low interest yield, it has not been possible to make satisfactory purchases.

Our investments are in first class condition and there has

been no default in the payment of interest or principal on any of our bonds and in our mortgages receivable accounts.

Last year President Cumming reported a dropping off from the previous year of about 8000 volumes in the circulation of books. This year I have to report a further dropping off of nearly 5500, of which about 4500 were fiction. Our Librarian reports that a similar condition prevailed in a great number of libraries. In our case it is partly explained by the fact that there has been a loss of 116 in our membership. The Library was increased by 3332 volumes.

The Lecture Committee arranged for the usual course of lectures and the attendance justifies me in saying that the choice made has met the approval of the membership.

Last December an attractive lease was made to a national concern for the store at No. 61 Post Street and, as before reported, about \$2500.00 was expended in repairs and betterments.

I find that the office of President of the Mechanics' Institute, with its attendant duties as a Regent of the University of California, requires more time than I can at present rightfully spare from my business. It is, therefore, with regret that I am retiring from that office tonight, though I shall continue as a member of your Board of Trustees. I feel deeply honored in having been elected as your presiding officer and desire to express my appreciation of the earnest co-operation I have received from my fellow Trustees. I also wish to commend the work of the Secretary, Mr. John H. Wood; the Librarian, Mrs. Mary O. Carmody, and the members of the Library staff and the building employees.

CHARLES D. STEIGER, President.

SECRETARY'S REPORT

For the Year Ending February 28, 1938

San Francisco, March 10, 1938.

To the Board of Trustees of the Mechanics' Institute,
San Francisco.

Gentlemen:—

I have the honor to present herewith financial statement of the Mechanics' Institute for the year ending February 28, 1938:

March 1, 1937, Cash on deposit in various banks.....	\$ 74,225.29
Cash in revolving funds.....	450.00

Total Cash	\$ 74,675.29
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RECEIPTS

Mechanics' Institute Building—rent collections

from March 1, 1937, to February 28, 1938..	\$ 41,188.45
Interest, Ernest N. Atkins Memorial Fund....	30.00
Interest, James Lick Fund.....	600.00
Interest, Savings Account	1,012.99
Interest, Mortgages Receivable Accounts.....	6,423.33
Interest, Bonds	30,396.86

Library and General Administration:

Dues	\$ 18,611.25
Entrance Fees	515.00
Books Paid For.....	255.96
Fines and Extra Books.....	2,077.60
Sundry	7.08
	<u>21,466.89</u>

Total Receipts	\$101,118.52
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Received from Investments Accounts:

Bonds Matured	\$ 26,500.00
Payments on Mortgages receivable %	1,400.00
Suspense % (Lease Deposit)...	1,000.00
	<u>28,900.00</u>

Total Cash Received.....	<u>130,018.52</u>
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\$204,693.81

EXPENDITURES

Mechanics' Institute Building—operating expenses from March 1, 1937, to February 28, 1938:

Pay Roll.....	\$ 15,888.00
Taxes	8,340.12
Insurance	555.60
Heat	753.19
Light and Power.....	2,471.84
Water	257.54
Window Cleaning.....	370.00
Supplies	302.21
Repairs	1,132.50
General Expense.....	491.40
Alterations	1,541.00
Equipment	65.97

\$ 32,169.37

Library and General Administration:

Books, Binding and Periodicals..	\$ 10,762.32
General Expense.....	2,028.96
Insurance	23.25
Legal Expense.....	250.00
Lectures	787.10
Printing and Stationery.....	185.22
Salaries	26,024.77
Supplies	82.45
Taxes	52.26
Monthly Bulletin.....	200.76
Rent of Library Rooms.....	18,720.00
Furniture and Equipment.....	50.00

59,167.09

Total Operating Expense..	\$ 91,336.46
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Post Street Building, Cost Account..	\$ 1,038.61
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Investments Account:

Bonds Purchased (Par Value)...	17,000.00
Bond Premium Account.....	4,882.85

Total	<u>22,921.46</u>
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Total Cash paid out.....	<u>\$114,257.92</u>
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Cash on hand in various banks, Feb. 28, 1938..\$ 89,985.89
 Cash on hand in contingent funds..... 450.00

Total Cash on hand..... 90,435.89
 \$204,693.81

SUMMARY

Cash on hand, March 1, 1937..... \$ 74,675.29
 Total Income\$101,118.52
 Total Expense..... 91,336.46
 Excess Receipts..... 9,782.06
 Received from Investments Accounts..... 28,900.00
 \$113,357.35
 Less Investments made..... 22,921.46
 \$ 90,435.89

DISTRIBUTION

Cash on hand and in various banks, February
 28, 1938\$ 89,985.89
 Cash in revolving funds..... 450.00
 Total Cash.....\$ 90,435.89

The above figures indicate that the cash receipts (excluding the amounts received and expended for Investment Accounts) were \$9,782.06 in excess of expenditures.

The net amount expended since April 18, 1906, on Books and Periodicals, and binding of new Books has been..\$367,881.83

The amount paid out for construction, equipment, etc., of the Post Street Building has been..... 390,256.37

Insurance is carried as follows:

Books, Furnishings and other contents.....\$115,000.00
 Post Street Building..... 286,500.00

The Resources of the Mechanics' Institute are as follows:

Post St. lot covered by Mechanics' Institute Building.

First Mortgages for \$119,500.00 on San Francisco Real Estate.

Bonds to the par value of \$622,251.40, as follows:

\$164,000.00 San Francisco, Cal., City Hall 5%.
 9,200.00 San Francisco, Cal., Municipal Railway 5%.
 22,000.00 San Francisco, Cal., Water 4½%.
 29,000.00 San Francisco, Cal., Golden Gate Park 3½%.
 16,000.00 San Francisco, Cal., Hetch Hetchy Water 5%.
 24,000.00 San Francisco, Cal., Hetch Hetchy Water 4½%.
 10,000.00 San Francisco, Cal., Hetch Hetchy Water 5¾%.
 1,000.00 San Francisco, Cal., Playground 3½%.
 7,000.00 San Francisco, Cal., School 4½%.
 5,000.00 San Francisco, Cal., Spring Valley 4½%.
 1,357.50 Berkeley, Cal., Municipal Improvement 4½%.
 5,000.00 Berkeley, Cal., School District 5%.
 1,875.00 Chico, Cal., Municipal Improvement 5%.
 3,000.00 Cloverdale, Cal., Municipal Improvement 5%.
 74,000.00 East Bay Municipal Utilities 5%.
 2,000.00 Exeter, Cal., Union High School District 5%.
 2,000.00 Gilroy, Cal., School District 5%.
 1,500.00 Hanford, Cal., Municipal Improvement 5%.
 10,000.00 Marin, Cal., Municipal Water District 5%.
 1,000.00 Merced, Cal., Union High School 6%.
 4,393.90 Monterey, Cal., Municipal Improvement 5%.
 700.00 Nevada City, Cal., Sewer 6%.
 7,000.00 Oakland, Cal., School District 5%.
 2,000.00 Oakland, Cal., Municipal Improvement 5½%.
 5,000.00 Petaluma, Cal., City High School 6%.
 3,000.00 Pittsburg, Cal., Municipal Improvement 5%.
 1,000.00 Placerville, Cal., Municipal Street Work 5%.
 2,500.00 Placerville, Cal., School District 5%.
 1,000.00 Richmond, Cal., School District 4½%.
 5,000.00 Richmond, Cal., School District 5½%.
 5,000.00 Sacramento, Cal., School District 4½%.
 3,000.00 Sacramento, Cal., High School District 4½%.
 1,000.00 San Mateo, Cal., Union High School 6%.
 1,125.00 Santa Barbara, Cal., School District 4½%.
 1,000.00 Santa Maria, Cal., Union High School District 6%.
 10,000.00 Santa Rosa, Cal., Union High School District 5%.
 1,000.00 Sequoia, (San Mateo Co., Cal.), Union High School District 6%.
 6,000.00 Stockton, Cal., School District 5%.
 1,600.00 Visalia, Cal., Municipal Improvement 6%.
 5,000.00 Washington, (Alameda Co., Cal.), Union High School District 5%.
 1,000.00 Williams, Cal., Municipal Improvement 5½%.
 1,000.00 Butte County, Cal., Highway 5%.
 1,000.00 Contra Costa County, Cal., 5%.
 15,000.00 Fresno County, Cal., 5%.
 5,000.00 Merced County, Cal., 5%.
 11,000.00 California State Bldgs. and University Bldgs. 4½%.
 32,000.00 California State Harbor 4%.
 3,000.00 California State Highway 4½%.
 54,000.00 California State Highway 4¾%.

20,000.00 California State Highway 5%.
 5,000.00 California State Highway 5¼%.
 8,000.00 California State University Buildings 4½%.
 11,000.00 California State Veterans' Welfare 4½%.
 Cash on hand, March 1, 1938, \$90,435.89.
 Books, Furniture and Equipment of the Library.

Respectfully submitted,

JOHN H. WOOD, Secretary.

REPORT OF THE LIBRARIAN

San Francisco, March 10, 1938.

To the President and Board of Trustees, Mechanics' Institute.

Gentlemen: I herewith submit the Eighty-third Annual Report of the Library for the year ending February 28, 1938.

Membership

March 1, 1937.....		3,974
Added—Subscribing	510	
Reinstated	16	526
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		4,500
Withdrawn—Life (deceased)	20	
Subscribing	622	642
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		3,858

During the year 12 subscribing members who had paid continuously for thirty years were, according to the Constitution, made life members.

The membership is divided as follows:

Honorary	2
Life	560
Subscribing	3,296
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	3,858

Book Accessions

Number of volumes listed March 1, 1937.....	132,273
Added by purchase	2,658
Added by binding	339
Added by gift	335
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	135,605
Less lost, paid for, and discarded.....	142
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Number of volumes listed February 28, 1938.....	135,463

Circulation

There were issued for home use 192,507 volumes, an average monthly circulation of 16,042 volumes.

Binding

454 volumes were rebound at the bindery and 3173 volumes were repaired in the Library.

Gifts

4369 unbound items, consisting of pamphlets, serials, and newspapers, were presented to the Library.

Accessions by Classes

	Purchased	Cost	Bound	Cost	Gifts	Total
General Works	47	\$ 156.57	44	\$ 93.20	32	123
Philosophy	89	147.49	1	2.00	8	98
Religion	24	41.84	1	2.00	2	27
Sociology	216	494.14	26	66.30	130	372
Philology	8	10.26	3	11
Science	106	376.68	54	121.20	25	185
Useful Arts	193	589.98	159	368.35	49	401
Fine Arts	129	293.41	43	99.20	9	181
Literature	151	255.64	1	2.00	13	165
Foreign Literature	1	.62	32	33
Travel	190	409.17	6	12.90	5	201
Biography	260	612.89	8	268
History	121	297.69	4	8.00	9	134
Fiction and Children's Books	1,123	1,674.15	10	1,133
	2,658	\$5,360.53	339	\$775.15	335	3,332

There were issued for home use 192,507 volumes, an average monthly circulation of 16,042 volumes.

Table of Circulation Statistics

General Works	415	Literature	9,747
Philosophy	3,468	Foreign Literature	730
Religion	1,116	Travel	12,635
Sociology	8,136	Biography	13,279
Philology	175	History	6,188
Science	5,621	Fiction	104,392
Useful Arts	8,962	Periodicals	9,797
Fine Arts	7,364	Juvenile	482
			192,507

Fiction	104,778	volumes, 54.43 per cent
Non-fiction	87,729	volumes, 45.57 per cent
Adult books	192,025	volumes, 99.75 per cent
Children's books	482	volumes, 00.25 per cent

Respectfully submitted,

MARY O. CARMODY, Librarian.

APPENDIX

Year Ending Feb. 28	Sub- scribing	Membership Life and Honorary	Total	Volumes Library	Circula- tion
1938	3,296	562	3,858	135,463	192,507
1937	3,404	570	3,974	132,273	197,969
1936	3,407	590	3,997	130,355	212,344
1935	3,312	598	3,910	127,815	220,372
1934	3,290	604	3,896	124,425	230,545
1933	3,517	649	4,166	121,666	250,140
1932	3,835	664	4,499	118,928	254,205
1931	3,878	666	4,546	114,347	237,974
1930	3,748	677	4,425	108,697	208,552
1929	3,657	679	4,336	103,123	176,174
1928	3,789	703	4,492	98,195	165,253
1927	4,032	702	4,734	102,056	161,980
1926	4,030	690	4,723	98,696	164,347
1925	4,170	690	4,860	94,992	169,631
1924	4,356	652	5,008	91,433	172,712
1923	4,317	657	4,974	87,855	172,902
1922	4,160	646	4,806	84,056	175,502
1921	3,842	650	4,492	80,776	150,376
1920	3,408	649	4,057	77,140	128,480
1919	2,994	653	3,647	73,128	101,728
1918	3,135	590	3,725	70,055	118,159
1917	3,144	598	3,742	65,875	132,721
1916	2,982	617	3,599	63,672	127,866
1915	2,862	626	3,488	56,740	131,687
1914	2,709	632	3,341	50,776	125,650
1913	2,855	643	3,498	44,527	118,998
1912	2,660	644	3,304	39,266	110,194
1911	2,385	651	3,036	35,392	88,753
1910	1,717	645	2,362	32,186	71,741
1909	2,034	646	2,680	28,324	83,042
1908	2,120	643	2,763	24,179
1907	2,726	651	3,377	17,850
April 18, 1906	4,150

MECHANICS' INSTITUTE PUBLICATIONS

In Print

Annual Reports, 1907 to date.

List of books on architecture. August, 1913.

List of books on building and building materials. December, 1913.

List of books on electrical engineering. June, 1916.

List of books on petroleum. January, 1917.

List of books on aeronautics and military and naval engineering. January, 1918.

List of books added, 1914 to date.

List of periodical literature on file in the Mechanics' Institute Library, 1928. Compiled by Mary O. Carmody.

Seventy-five years of history of the Mechanics' Institute, compiled by John H. Wood, Secretary, 1930.

